



## **Assistant Program Manager**

### **Job Description**

#### **First Tee Overview**

For more than 25 years, First Tee has been using the platform of golf to provide innovative and experiential learning opportunities for young people. Character education and long-term life skills are at the heart of our programs, which are delivered by coaches who have been trained in positive youth development. The First Tee Life Skills Experience is the unique component that sets First Tee apart from many other successful junior golf programs and youth development programs. By engaging young people in a combination of life skills, leadership, and golf activities, they are also exposed to positive traits that will help them achieve success in life. In the process, participants become valuable assets to their community. First Tee offers character education programs at golf courses, elementary schools, and youth centers in 150 chapters in all 50 states and internationally. To learn more about First Tee please visit our website at the <https://thefirsttee.org>.

#### **Chapter Overview**

First Tee - Orange County was established in 2013. We are more than a sports program. We shape the lives of young people throughout communities in Orange County providing character building and life skills lessons while promoting healthy habits through the game of golf. To date, we have served over 30,000 youth in Orange County.

#### **Mission Statement**

To impact the lives of young people by providing educational programs that build character, instill life-enhancing values, and promote healthy choices through the game of golf.

#### **Reporting Structure**

The Assistant Program Manager reports to the Program Director.

### **Job Summary**

The Assistant Program Manager supports the Program Director and programming team. He/she works collaboratively with the paid and volunteer staff of the Chapter, to advance the organization's mission.

### **Ideal Candidate**

The Orange County Chapter of First Tee seeks candidates who are strong leaders with outstanding communication and interpersonal skills; high energy, with a "can do" attitude; proactive and flexible in an environment of change, a critical thinker, customer service friendly, and solution oriented with the ability to multi-task, prioritize task and work within deadlines. The ideal candidate will be a self-starter who's able to work independently. The candidates will have a high level of integrity who live the Key Commitments of First Tee, will be passionate about teaching and mentoring youth, enjoys inspiring a volunteer community, while supporting and engaging parents and participants' families. The ideal candidate will work collaboratively and partner closely with the Program Director with achieving chapter key performance metrics and organization benchmarks.

### **Roles and Responsibilities**

#### Coaching & Programming Management:

- First Tee trained coach; continue training to become a Level-IV Certified Coach (Certified Chapter Trainer)
- Assist in creating and writing lesson plans which include making games and experiences fun for participants in a safe environment
- Recruit, interview, and screen for potential programming staff
- Complete coach evaluations
- Attend classes & camps while supervising and supporting staff coaches on program policies & procedures

#### Equipment Support:

- Oversee and manage all rental club inventory needs and minimize equipment loss or theft
- Oversee club donations including collection, inventory, and redistribution
- Maintain the quality of equipment at all instructional areas

#### Volunteers:

- Develop a volunteer coaching structure to ensure sufficient junior & adult mentors including recruitment, training, recognition, and retention plans
- Develop written roles and responsibilities for volunteer positions
- Recruit and train volunteers to assist with classes and events
- Oversee and track the Safe Sport training and background checks for all volunteers
- Create an active volunteer committee focused on projects and activities to support the chapter
- Schedule all volunteers to support programming needs; manage any schedule changes

#### Programming Administration:

- Oversee programming communication and answer all questions from phone, text, website, and email inquiries
- Plan and oversee programming events for participants, volunteers, and families (i.e., Holiday event, parent/junior tournaments, programming clinics)
- Lead parent orientation programs
- Assist in the creation of promotional brochures to increase awareness of the programs and facility
- Communicate with and submit documentation as required to The First Tee Home Office
- Network with other Chapter colleagues and exchange best practice ideas
- Attend chapter events & meetings as well as First Tee Headquarters training and meetings
- Additional responsibilities as needed

#### **Qualifications**

- Bachelor's Degree preferred in sports administration, business management, education, recreation, or related field
- Prior experience with or knowledge of The First Tee a plus
- Demonstrate exceptional communication and managerial skills
- Experience in identifying and managing program staff and volunteers

- Charismatic, personable, and motivational in working with youth and volunteers
- Excellent computer skills with Salesforce experience preferred
- Able to travel to attend Academies, Coach Trainings, Regional and Network Meetings
- Ability to use personal vehicle to travel throughout Orange County, CA
- Lives in one of the communities in Orange County highly preferred

#### **Additional Position Criteria**

- An excellent command of the English language, both verbally and written, is required.
- The individual must also successfully complete a pre-employment Safe Sport training and background check.
- Check and adhere to the Chapter's Employee Handbook. Compliance Program policies/procedures concerning Conflicts of Interest and related matters.

#### **Position Location**

The position is based at FTOC's Main Administrative Office, Dad Miller Golf Course, Anaheim, CA, with additional travel to the chapter's sites throughout the county as needed.

#### **Employment Status**

Full time, Exempt Position

#### **Compensation**

Base Salary range: \$65,000-75,000

- Benefits include Vacation, Holidays, Sick Leave, & Mileage